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Covansys

Weekly Executive Status Report

Project: Statewide Voter Registration System

Project Manager: W. Gary Bush

For Week Ending: 22-Jul-05

Project Schedule:

143 days used of 336 total project days

43% of implementation schedule expended

Project Highlights

The following represent the most important facts about the project as of this status report:

Phase 4 (Software Modification and Testing) Proceeding On Schedule

- Production environment installed. Training/Test environment being set up. T3 lines awaiting installation.
- Coding on all modules proceeding to meet UAT schedule.
- Internal NJ-specific Test Scripts being submitted to VK. Base system scripts have been requested.
- UAT Hardware received at QB9. Business DSL active. PC image final and in testing.
- Preliminary training schedule being coordinated with conversion and hardware schedules.
- End-user hardware orders final. Change Order submitted to State for approval.
- Change order for 'print servers' in review.
- MS Office ordered by State. Installation key due now to complete workstation image.

Business Transition Change Management Plan Underway

- New Trainign Manager assigned to the project. John Smith will be on-site next week.

- Potential Training sites identified for each county, but must be verified and scheduled.
- Preliminary schedules for Track 1 and Track 2 classes must be validated.
- Next Newsletter to contain information originally set for several special bulletins.
- Process change documentation continues.
- County Level Implementation Plans (CLIPs) still being finalized.

Initial Data Conversion Collections Completed. 2nd Pulls underway.

- Rules Matrix is being used for 2nd data pulls
- Data from initial counties looks very clean.
- Exception reports for 2nd cycle conversions are being prepared.
- Test data set prepared for development team testing of program modifications.

DIA Agency interfaces being finalized

- MVC real-time system interface was defined for requests to both MVC and SSA.
- Final interface design document with file layouts in review.
- State is resolving some issues with DHSS.

Recent Accomplishments

The tasks listed below were completed recently by the project team:

Project Plan				Scheduled Complete	
Phase Key	Task	Who	Start Date	Date	Comments
P3e	Organization Change Management Pre- Implementation	KManning		13-Jul	Draft Schedule for Level 1 and Level 2 Training classes prepared with conversion schedule.
P4a	Complete Database Changes, Loads, Conversions	GL Bush		16-Aug	Completed early. Test data set created for testing group.
P4f	Install UAT Workstations and Peripherals	ATS		9-Aug	HW delivered to QB9. Case form changed to accommodate adapters.
P4g	Establish Managed Primary Server Site	ATS		17-Aug	Main Hosted Server site installed and operational, except for T3 comm lines.
P4g	Order HW and Additional Equipment	ATS		9-Aug	Final HW orders being compiled. Delivery and installation schedule in process.

Work in Progress

The tasks listed represent the activities in which the team is engaged the week following this reporting period.

Project Plan				Scheduled Complete	
Phase Key	Task	Who	Start Date	Date	Comments
P7b1	Prepare External Interface Integration Design Document	GLBush	Delayed		Delays causing concern to meet plans. Final design now set. Report due this week.
P4d	Develop Training Materials / Documentation	C Rennie	Underway	9-Aug	Draft manuals in process for UAT training

Coming Events

<u>Upcoming Activities</u>
The events <u>listed below are highlights scheduled for the near future of the project.</u>

			Scheduled Complete	
Status	Event	Start Date	Date	Comments
Scheduled	Weekly Team Status Meetings	17-May	On-going	Every Tuesday @ 9:30AM
Planned	Beginning of 2nd Data Pulls for all counties	15-Jul	26-Sep	Initial reports look good!
Planned	Release TADD with Key IT State Stakeholders	30-Jun	29-Jul	Designs being completed & reviewed internally
Scheduled	Coding efforts into full swing	30-Jun	12-Sep	Updates through UAT period

		Change			
		Request	CR Approval		
CR Status	Change Request	Owner	Date	CR Impact	Comments
Accepted	Addition of 6th county to Pilot Group	WG Bush	4-Apr-05	Medium	6th county now confirmed
Approved	All-Oracle Database for all servers	WG Bush	18-May-05	Medium	Cost reduction has been quantified.
Researching	Workflow changes for DIA screens	WG Bush	TDB	Medium	Effort being estimated by PCC
Preparing	Proposal to Purchase Print Servers for each county (21)	WG Bush	TDB	Large	State will purchase this HW through Covansys
Preparing	End-user hardware increase above proposal estimates	WG Bush	TDB	Large	State will purchase this HW through Covansys

<u>lic</u>	h Level Project Schedule			
D	Task Name	Duration	Start	Mar Apr May Jun Jul Aug S
				2/27 3/13 3/27 4/10 4/24 5/8 5/22 6/5 6/19 7/3 7/17 7/31 8/14 8/2
1	New Jersey Statewide Voter Registration System (SVR	728 days	Tue 3/1/05	
2	Phase 1 - Project Initiation Phase	34 days	Tue 3/1/05	
10	Milestone 1 - Project Kickoff Meeting Completed	0 days	Wed 3/9/05	♦
11	Milestone 2 - Application Demonstration Completed	0 days	Wed 3/16/05	
12	Phase 2 - Business Needs Assessment / Gap Analysis	46 days	Wed 3/9/05	
13	P2a - Gap Analysis	34 days	Wed 3/9/05	
+3 54	P2b - Functional Requirements Specification Document (FRSD)	18 days	Thu 4/7/05	Y
32	P2c - Requirements Traceability Matrix(RTM) Baseline	25 days	Thu 4/7/05	
39	P2d - Organizational Change Management Initialization	20 days	Mon 4/11/05	'
32	P2e - County Site Surveys	41 days	Tue 3/15/05	
7	Milestone 3 - Requirement Documents Accepted	-	Wed 5/11/05	Y X
38	·	0 days		
	Phase 3 - Design and Implementation Planning	77 days	Tue 5/3/05	<u> </u>
9	P3a - Technical Architecture Design Document (TADD)	34 days	Tue 5/3/05	
0	P3a-Review Gap Analysis, Business and Technical Requirements	5 days	Tue 5/3/05	
1	P3a-Detail Overview, Objectives and Assumptions	5 days	Tue 5/3/05	
2	P3a-Detail Architectural Components (Hardware, Software, Design)	7 days	Tue 5/10/05	
3	P3a-Detail Development Environment	5 days	Thu 5/19/05	
4	P3a-Detail System Architecture	5 days	Thu 5/26/05	
5	P3a-Detail Logical Data Model and DDL	3 days	Fri 6/3/05	
6	P3a-Prepare/Distribute Draft Technical Architecture Design Document (Internal QA Review)	3 days	Wed 6/8/05	
7	P3a-Distribute/Review/Revise TADD with Key IT State Stakeholders	3 days	Mon 6/13/05	
8	P3a-Review/Submit/Obtain Signoff of TADD	3 days	Thu 6/16/05	
9	P3b - Hardware and Software Deployment and Installation Plan	17 days	Tue 6/21/05	
09	P3c - Data Modeling and Database Design	17 days	Tue 5/3/05	
10	P3c-Review FRSD, TRD and TADD	1 day	Tue 5/3/05	
11	P3c-Conduct Data Modeling Sessions To Confirm Modifications	5 days	Wed 5/4/05	
12	P3c-Identify and Document Data Model Gaps and Required Changes	5 days	Wed 5/4/05	
13	P3c-Prepare Data Model and Database Design Document	5 days	Wed 5/11/05	
14	P3c-Distribute/Review/Revise with Key Stakeholders	3 days	Wed 5/18/05	
15	P3c-Review/Submit/Obtain Signoff of Data Model/Database Design Docur	3 days	Mon 5/23/05	
16	P3d - Training and Post Implementation Support Plan	31 days	Thu 5/12/05	
17	P3d-Clarify and Define Training Needs, Requirements and Audience	5 days	Thu 5/12/05	
18	P3d-Conduct Training Analysis	10 days	Thu 5/19/05	
19	P3d-Conduct User Assessments	10 days	Thu 5/19/05	
20	P3d-Identify Training Modules and Lessons	10 days	Thu 5/19/05	
21	P3d-Identify Types of Training Materials to be Developed	10 days	Thu 5/19/05	
2	P3d-Identify Training Locations and Resources	10 days	Thu 5/19/05	<u> </u>
23	P3d-Prepare Detailed Training Plan and Approach	5 days	Fri 6/3/05	
24	P3d-Prepare Post Implementation Support Plan and Approach	3 days	Fri 6/10/05	
25	P3d-Distribute/Review/Revise with Key Stakeholders	3 days	Wed 6/15/05	
26	P3d-Review/Submit/Obtain Signoff of Training and Post Implementation Si	5 days	Mon 6/20/05	
27	P3e - Organization Change Management Pre-Implementation	74 days	Fri 5/6/05	▼
41	Milestone 4 - Detail Design Completed	0 days	Wed 5/25/05	
42	Phase 4 - Software Modification and Testing	119 days	Mon 5/9/05	
43	P4a - Application Configuration/ Development	61 days	Mon 5/23/05	
55	P4b - User Acceptance Test Plan (Application with Conversion Data)	24 days	Mon 5/9/05	
56	P4b-Review Functional Requirements Specification Document	1 day	Mon 5/9/05	
57	P4b-Identify State User Acceptance Criteria	5 days	Tue 5/10/05	
8	P4b-Prepare a User Acceptance Test Strategy	5 days	Tue 5/10/05	
9	P4b-Prepare a User Acceptance Test Plan	5 days	Tue 5/10/05	
30	P4b-Create Test Cases for New/Changed Functionality	10 days	Tue 5/17/05	
31	P4b-Create Test Cases for Conversion/Data Migration	10 days	Tue 5/17/05	
62	P4b-Create Test Cases for Interfaces	10 days	Tue 5/17/05	
	P4b-Distribute/Review/Revise with Key Stakeholders			

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163 164	P4b-Distribute/Review/Revise with Key Stakeholders P4b-Review/Submit/Obtain Signoff of UAT Plan	3 days 5 days	Wed 6/1/05 Mon 6/6/05
165	P4c - Pilot Implementation and Support Plan	25 days	Fri 7/15/05
171	P4d - Training Materials and Documentation	30 days	Wed 7/20/05
177	P4e - Application Manuals and Supporting documentation	45 days	Fri 8/12/05
184	P4f - User Acceptance Testing	32 days	Thu 8/11/05
195	P4g- Establish Managed Server Sites	50 days	Tue 6/21/05
210	P4h - Organizational Change Management Implementation	46 days	Mon 8/22/05
217	Milestone 5 - User Acceptance of Full Function Application Beg	0 days	Fri 8/19/05
218	Milestone 6 - User Acceptance of Full Function Application	0 days	Mon 9/26/05
219	Completed Phase 5 - Pilot Implementation	57 days	Thu 8/18/05
220	P5a - Pilot Selection and Training	21 days	Thu 8/18/05
228	P5b - Pilot Installation and Support	48 days	Wed 8/31/05
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238	Milestone 7 - Production Installation Certification	0 days	Thu 9/1/05
239	Milestone 8 - Pilot Site Implementation Completed	0 days	Mon 11/7/05
240	Phase 6 - Staged Rollout and Deployment - Remaining Sites	29 days	Tue 11/8/05
241	P6a - Training and Assessment Survey for Full Production	29 days	Tue 11/8/05
245	P6b - Full Deployment and Production Implementation Tracking	29 days	Tue 11/8/05
255	Milestone 9 - All Users Trained	0 days	Mon 12/12/05
256	Milestone 10 - Implementation Complete to all Sites	0 days	Mon 12/19/05
257	Phase 7 - Conversion and Interface	197 days	Mon 3/14/05
258	P7a - Data Conversion	197 days	Mon 3/14/05
259	P7a1 - Data Conversion and Migration Plan	17 days	Mon 3/14/05
268	P7a2 - Data Conversion Results Cycle 1	35 days	Wed 4/6/05
269	p7a2 - Collect data from each data source	30 days	Wed 4/6/05
270	P7a2 - Data Conversion program Development	15 days	Wed 4/6/05
271	P7a2-Complete Code Enhancement and Interface Development Per N	15 days	Wed 4/6/05
272	P7a2-Complete Database Changes, Loads, Conversions	15 days	Wed 4/6/05
273	P7a2-Perform/Document QA Reviews (Developer, Peer, Team)	15 days	Wed 4/6/05
274	P7a2-Conduct Internal Testing (Interface, Integration, Load, Migration, System, Network)	15 days	Wed 4/6/05
275	P7a2 - Process Data through Conversion Programs	15 days	Wed 4/27/05
276	P7a2 - Distribute Cycle reports to each data source contact person	5 days	Wed 5/18/05
277	P7a3 - Data Conversion Results Cycle 2	90 days	Wed 5/25/05
284	P7a4 - Data Conversion Results Cycle 3	74 days	Tue 9/6/05
293	P7b - Interface	143 days	Tue 3/15/05
294	P7b1 - External Interface Design Document	48 days	Tue 3/15/05
295	P7b1-Conduct Integration JAD Sessions with Relevant Parties	10 days	Tue 3/15/05
296	P7b1-Prepare High-level Data Flow Diagrams for Interfaces	10 days	Tue 3/29/05
297	P7b1-Prepare External Interface Integration Design Document	10 days	Tue 4/12/05
298	P7b1-Develop Conceptual Definition of Module Interfaces and NW Infrastructure Design	10 days	Tue 4/26/05
299	P7b1-Distribute/Review/Revise with Key Stakeholders	3 days	Tue 5/10/05
300	P7b1-Review/Submit/Obtain Signoff of External Interface Design Do	5 days	Fri 5/13/05
301	P7b2 Interface testing results document	95 days	Fri 5/20/05
305	Phase 8 - Project Close-out and Transition to Maintenance	311 days	Tue 10/11/05
	and Support		
330	Milestone 11 - Project Close-out and Transition to	0 days	Wed 2/1/06
224	Maintenance and Support Completed	225 1	T 014:05
331	Ongoing Project Management	235 days	Tue 3/1/05
411	Comprehensive Full Service Support	260 days	Fri 12/29/06
416	Milestone 12 - Maintenance and Support Complete	0 days	Mon 12/31/07